

# INDIANA DEPARTMENT OF EDUCATION SUPPLEMENTAL EDUCATIONAL SERVICES

## 2007-2008 COMPLIANCE AND ON-SITE MONITORING REPORT

**FOR:**

**GEO Foundation**

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	Satisfactory	Lesson matches original description	n/a	Criminal Background Checks	In Compliance
Recruiting Materials	Satisfactory	Instruction is clear	n/a	Health/safety laws & regulations	In Compliance**
Academic Program	Satisfactory	Time on task is appropriate	n/a	Financial viability	In Compliance
Progress Reporting	Satisfactory	Instructor is appropriately knowledgeable	n/a		
Assessment and Individual Program Design	Satisfactory*	Student/instructor ratio:	n/a		

Due to scheduling conflicts, an on-site observation of GEO Foundation was not conducted for 2007-2008. GEO Foundation will receive an on-site visit in 2008-2009.

### ACTION NEEDED:

\*While it does not affect the rating for this section, individual learning plans should be enhanced to include specific, measurable goals for students to achieve that are the same as goals listed on the SES agreement. This will make it clear to parents what students are expected to master during their SES tutoring and will make it clear to both the district and parents what progress students are making toward achieving their goals.

\*\*While it does not affect the rating for this section, it is recommended that the student release policy include procedures that will be followed if a parent or guardian does not arrive to pick up their child.

## On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

**NAME OF PROVIDER: GEO Foundation**  
**REVIEWER: MC**

**DATE DOCUMENTATION RECEIVED: 3/27/08**

Providers are required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component may be required to address deficiencies within 7 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	UNSATISFACTORY	SATISFACTORY	COMMENTS
Tutor qualifications	<b>BOTH</b> of the following: -Tutor resumes/applications ( <u>all tutors</u> ) -Documentation of professional development opportunities in which tutors have participated (i.e. sign-sheets, agendas, presentations, certificates of completion, etc.)  <i>In addition to:</i> <b>ONE</b> of the following: -Tutor evaluations ( <u>all tutors</u> ) -Recruiting policy for tutors ( <u>one copy</u> ) -Sample tutor contract ( <u>one copy</u> )	<ul style="list-style-type: none"> <li>Tutor resumes</li> <li>Tutor evaluation forms</li> <li>Professional development agenda</li> </ul>		<b>X</b>	<ul style="list-style-type: none"> <li>Tutors are licensed teachers or have experience working in school and experience working with youth, which matches the description in the originally approved application.</li> <li>The program is modeled after the 21<sup>st</sup> Century Charter School's model, which allows professional development to cross over from the school to the tutoring program.</li> </ul>
Recruiting materials	<b>TWO</b> of the following: -Advertising or recruitment fliers -Incentives policy -Program description for parents	<ul style="list-style-type: none"> <li>Flyer</li> <li>Description of incentives</li> </ul>		<b>X</b>	<ul style="list-style-type: none"> <li>Flyer provides information about program that is similar to the description in the originally approved application.</li> <li>Incentive is acceptable under current (07-08) IDOE Incentives Policy.</li> </ul>
	<b>ONE</b> of the following: -Lesson plan(s) for the observed tutoring session(s) and for each subject in which provider tutors <i>In addition to:</i> <b>ONE</b> of the following: -Specific connections to Indiana standards (cite exact IN standard to which lesson connects)	<ul style="list-style-type: none"> <li>Lesson plan for math &amp; reading</li> <li>Connections to Indiana Academic Standards</li> </ul>		<b>X</b>	<ul style="list-style-type: none"> <li>Lesson plan includes activities using A+ software and some off-computer activities to reinforce skills covered on the A+ system.</li> <li>Specific connections to Indiana standards are made in the lesson plan and for each lesson.</li> <li>A+ lessons are correlated to Indiana academic standards and allow tutors to</li> </ul>

Academic Program	-Description of connections to curriculum of EACH district the provider works with.				select specific skills and strategies that students will work on in their SES sessions and while using the A+ program.
Progress Reporting	<p><b>ALL</b> of the following:</p> <p>-Progress reports (see IDOE e-mail for details regarding the request for progress reports)</p> <p>-Timeline for sending progress reports</p> <p>-Documentation of reports sent</p>	<ul style="list-style-type: none"> <li>• Sample progress reports</li> <li>• Confirmation of receipt of progress reports</li> <li>• Timeline for sending progress reports</li> <li>• Sample SES contract</li> <li>• Sample SES agreements</li> </ul>		<b>X</b>	<ul style="list-style-type: none"> <li>• Progress reports include standards to be covered from the SES agreement, as well as current performance level (based on assessments) and benchmarks and objectives to achieve the goal.</li> <li>• Progress report includes information about student strengths and weaknesses and progress made toward goals.</li> <li>• Written statement sent with the progress reports has contact information if parents have suggestions about revising the report.</li> <li>• Progress reports are sent to parents bi-weekly. The district confirmed the receipt of progress reports.</li> <li>• Revised SES agreements include specific standards to be covered.</li> </ul>
Assessment and Individual Program Design	<p><b>ALL</b> of the following:</p> <p>-Explanation of the process provider uses to develop Individual learning plans for each student</p> <p>- Pre-assessment scores and Individual learning plan for at least one student in each subject provider tutors (any identifying information for the student(s) must be blanked out)</p> <p>-Explanation and evidence regarding how provider's pre and post-test assessment correlates to Indiana academic standards.</p>	<ul style="list-style-type: none"> <li>• Explanation of process for developing individual learning plans</li> <li>• Pre-assessment scores and individual learning plans</li> <li>• Evidence of correlation between assessment and Indiana standards</li> </ul>		<b>X</b>	<ul style="list-style-type: none"> <li>• The A+ system diagnostic assessment is used to identify level of Indiana standards mastery and to create specific lessons for the student to cover during his or her SES tutoring on A+.</li> <li>• While the A+ plan generated by the computer lists lessons for students to cover, the individual learning plan should also include specific, measurable goals for students and methods that will be used (especially in offline lessons) to help students achieve those goals. Goals should be the same as those listed in the SES agreements and listed on the progress reports.</li> <li>• The A+ system has been extensively linked to Indiana Academic Standards as demonstrated in the studies provided. A+ covers all Indiana Standards except listening and speaking, which are covered through off-computer learning activities.</li> </ul>

## On-site Monitoring Rubric OBSERVATION Components

**NAME OF PROVIDER:**

**SITE:**

**TUTOR'S INITIALS (ALL TUTORS OBSERVED):**

**NUMBER OF LESSONS OBSERVED:**

**DATE:**

**REVIEWERS:**

**TIME OF OBSERVATION:**

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a score of 1-4 points for each component. Providers receiving “1 or 2 points” on any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

*Due to scheduling conflicts, IDOE was unable to complete a monitoring visit for this provider during the 2007-2008 school year. A monitoring visit for this provider will be conducted during the 2008-2009 school year.*

COMPONENT	1 Below Standard	2 Approaching Standard	3 Meeting Standard	4 Exceeding Standard	REVIEWER COMMENTS
Lesson matches original description in provider application					
Instruction is clear					

Time on task is appropriate					
Instructor is appropriately knowledgeable					
Student/instructor ratio: 2:1 Ratio matches that reported in original provider application					

## On-site Monitoring Visit Rubric COMPLIANCE Components

**NAME OF PROVIDER: GEO Foundation**  
**REVIEWER: MC**

**DATE DOCUMENTATION RECEIVED: 3/27/08**

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation listed for each component must be submitted as part of the site visit monitoring. If documentation is not available on-site, the director or head of the provider’s organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider may be contacted and may be required to develop and submit a corrective action plan for getting into compliance within 7 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider may be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	<b>ALL</b> of the following:  -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	<ul style="list-style-type: none"> <li>Criminal background checks</li> </ul>	<b>X</b>	
Health and safety laws and regulations	<b>ONE</b> of the following: -Student release policy(ies)  <i>In addition to:</i> <b>ONE</b> of the following: -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Transportation policies (as applicable)	<ul style="list-style-type: none"> <li>Student release policy (see recommendation in Action Needed)</li> <li>Transportation policy</li> </ul>	<b>X</b>	
Financial viability	<b>ONE</b> of the following: -Documentation of liability insurance coverage  <i>In addition to:</i> <b>ONE</b> of the following: -Audited financial statements -Tax return for the past two years	<ul style="list-style-type: none"> <li>Documentation of liability insurance</li> <li>Audited financial statements</li> <li>Tax returns for past two years</li> </ul>	<b>X</b>	